

DEPARTMENT OF TRANSPORTATION
PROFESSIONAL SERVICES MANAGEMENT UNIT
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT) DESIRES TO ENGAGE QUALIFIED PRIVATE CONSULTING FIRMS FOR THE PURPOSE OF SUPPORTING THE STRUCTURE MANAGEMENT UNIT IN PROVIDING BRIDGE DESIGNS AND WORKING DRAWING REVIEWS AND NBIS BRIDGE INSPECTION ON TRANSPORTATION PROJECTS THROUGHOUT THE STATE.

The primary firm shall be Pre-qualified to perform services for the Structure Management Unit to perform any/all of the below referenced work. **No sub-consultants are permitted **.** The work codes required are:

- 00023 – bridge spans over 200 feet
- 00024 – bridge spans under 200 feet
- 00143 – NBIS bridge inspections
- 00247 – traffic control plans

**BRIDGE DESIGN AND WORKING DRAWING REVIEWS AND NBIS BRIDGE INSPECTION
STATEWIDE**

The scope of work consists of but not limited to the following:

- Bridge design/plan preparation/deck rehabilitation
- Working drawing reviews
- Vessel Impact Analysis and Fenders System Design
- Structure Condition Assessment
- Durability Analysis
- Structure Utility Attachment
- Traffic Control Plans
- Bridge Inspection

The work will involve the NBIS inspection and appropriate documentation of the condition of state owned bridges, municipal bridges, privately owned bridges, railroad bridges, metal traffic signal poles, sign structures, ferry docks, analysis work, and traffic attenuators located throughout the state.

The firm will be required to furnish computer hardware compatible to the Department's WIGINS system. Specifications for equipment and software will be provided by the Department. Training with the computer hardware and software will be provided by the Department.

Work will be assigned on an "as needed" basis.

Interested firms shall clearly designate the areas they are requesting consideration for selection. Interested firms shall also indicate the work codes they are currently prequalified to perform. Interested firms do not need to provide each service listed above. The Department intends to select multiple firms.

**** The Department will allow one Subconsultant per team to provide traffic control plan services only.**

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the NC Board of Registration for Professional Engineers and Land Surveyors and/or the NC Board for Licensing of Geologists. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. The firms Inspection Team Leaders must meet the qualifications of the National Bridge Inspection Standards as denoted in the *Code of Federal Regulations*, Title 23, Chapter 1, Section 650-307, (23CFR 1.650.307). It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

All electronic files shall be in Microstation format using Geopak Software. The version of Microstation used must be the same version currently used by NCDOT.

The duration of the contracts will be two (2) years or until the contract amount is depleted, whichever comes first. The method of payment for these contracts will be negotiated lump sum.

SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms. Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department prior to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and subfirm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

EVALUATION

All qualified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting letters of interest for this project will be based on the following considerations and their respective weights:

1. The evaluation of performance on any previous contracts with the North Carolina Department of Transportation; 50%
2. The firm's experience and staff to perform the type of work required; 50%

North Carolina firms qualified to do the required work will be given priority consideration. A North Carolina firm is a firm that maintains an office in North Carolina staffed with an adequate number of employees judged by the Department to be capable of performing a majority of the work required.

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

FORMAT FOR SUBMISSION OF A PROFESSIONAL SERVICES MANAGEMENT UNIT LETTER OF INTEREST

All letters of interest are limited to twenty (20) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed on 8 1/2" x 11" sheets, single spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED.** Letters of interest containing more than twenty (20) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, Docudesk, deskPDF, etc.

One copy of the Letter of Interest should be sent through NCDOT's FTS system as a .pdf file: psmu-411@ncdot.gov . The FTS system will send you an electronic receipt when your LOI is downloaded to PSMU's server. **Paper copies are not required.** The subject line should contain the PEF's Name, and "LOI for 2013 Structure Management LSA".

If an interested firm does not have an FTS account they should send a request through e-mail to psmu-411@ncdot.gov . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager of the Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firms possible conflict of interest for the work; and
- Summation of information contained in the letter of interest **including an email address and telephone number for the firm's contact person.**

Section II - Evaluation Factors

This section is limited to ten (10) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel qualifications and experience as related to this work;
- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven (7) years;

- Understanding of project approach;
- Any innovative approaches to be used; and

Note: If a project team encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

Section III - Supportive Information

This section is limited to eight (8) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

APPENDICES-

CONSULTANT CERTIFICATION Form RS-2

Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08)
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and **sign** each Form RS-2 (instructions are listed on the form).

The required form is available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Advertised July 1, 2013

Private consulting firms are invited to have letters of interest for furnishing Structure Management Services **FTS-ed** to the Professional Services Management Unit by **12:00 p.m. on July 24, 2013**. Letters of interest received after this deadline will not be considered.

Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements or if they are sent by any other means other than NCDOT's FTS system, or to any address other than psmu-411@ncdot.gov they will be disqualified. **No exception will be granted.**

The e-mail address is:

psmu-411@ncdot.gov

Any questions concerning the advertisement or the scope of work should be directed to Scott Blevins, PE, at sblevins@ncdot.gov or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Scott Blevins.

The firm(s) selected will be notified by **September 5, 2013**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at <https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx> by **September 6, 2013**.